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What's Your Future?



A GUIDE FOR USDA EMPLOYEES' CAREER DEVELOPMENT

Management Improvement



Manpower Utilization

Revised March 1951

Administrative Series No. 5

Message to USDA Fellow Workers

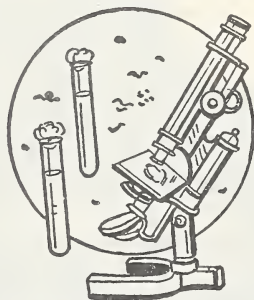
What is your plan for self-improvement? Have you asked yourself recently "Where am I going?"

I have just read "What's Your Future?" and found myself "taking inventory." Self-improvement is a very personal responsibility. As fellow workers we share responsibility to improve constantly the service given by the Department. Please read this booklet. I hope it will offer you as many suggestions as it did me. The Department is interested in your career and is anxious to assist you in your plan for self-improvement.

Charles F. Brannan
Secretary of Agriculture.

Why Plan?

DO I NEED PROFESSIONAL DEVELOPMENT to broaden my outlook and improve opportunity for promotion?



SHOULD I ACQUIRE NEW SKILLS that are valuable when vacancies appear?

What to Do

GO TO SCHOOL to complete high school or college or to do graduate work.



TAKE REFRESHER COURSES in public speaking, related office skills, languages, statistics.

Why Plan?

DO I NEED TO INCREASE MY KNOWLEDGE of related fields of work and aids in adjusting myself to new situations?



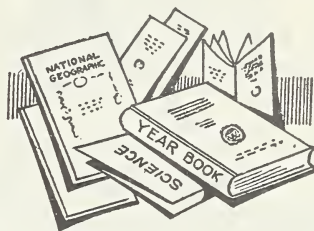
SHOULD I TAKE CREDIT COURSES to fulfill requirements for degrees, examinations and advanced positions?



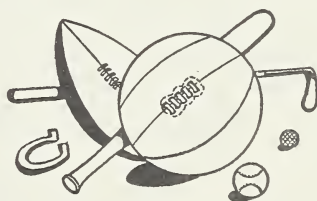
DO I GET ENOUGH RELAXATION AND EXERCISE to keep physically and mentally alert and get the most enjoyment out of life?

What to do

READ books, professional magazines, Yearbooks of Agriculture, and other Department and Government publications.



TAKE COURSES OR DO CORRESPONDENCE STUDY in the Graduate School, State universities and colleges, and business schools.



ENJOY LEISURE TIME, cultivate hobbies, participate in sports and amusements.

Drawing the Plan

Progress and self-improvement date back to early man, who was curious about the world in which he lived. Although methods of satisfying this curiosity have changed, basic truths are the same. When curiosity lags dullness sets in, breeding decay of mind and spirit. Life becomes a procession of meaningless days.

Today USDA employees realize that their happiness depends largely on the resources which they build within themselves for making the adjustment to the changes in the coming pattern of life. Drawing the blueprint for richer living is not the gigantic task it may appear to be. It simply means that a person sets up his goal and then uses available resources to reach it.

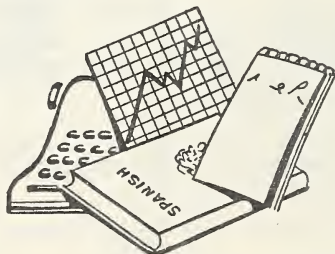
Busy as they are on the home front, employees are analyzing their personal needs with critical eye to see how they are doing. If open-minded, they seek guidance from supervisors and counselors so that opportunities may not be overlooked. If an employee is a square peg in a round hole, he does a bit of carpentry on himself or moves on to the proper niche. If he needs assistance he goes to a person who will

help him to evaluate himself, discover his limitations, and then, having made an appraisal, give constructive advice on how to reorganize his activities.

Merely enrolling in a correspondence course or earning a degree does not guarantee an immediate change. True growth and development are the result of a continual program of self-cultivation and alertness on the part of the individual. This fact has been proved by successful men and women through the ages.

What a person does with his leisure time is a key to his development. Recreation, both social and physical, tones his mind and body. One who has hobbies and outside interests gains perspective and spends little time in self-pity and unhappiness. His job becomes more challenging, he is stimulated to learn more about it, and the results are satisfying.

Each day he contributes to his organization, and in turn, he gains the personal enjoyment of a job well-done. His mental and physical health are good because he has not confined himself to the narrow limits of his work. Today he is planning for tomorrow.



Working Tools

Counselors

Nearly everyone likes to talk over his plans and problems with someone else. The supervisor is usually in a position to give helpful advice. He sometimes refers his employees to the personnel officer or to the designated educational counselor for further assistance. In each bureau there are men and women highly qualified in their respective subject fields who are asked to assist bureau officials in educational counseling.



Schools and Colleges

Each year USDA employees are completing college work and beginning graduate study in universities and colleges throughout the country. Many of these schools arrange morning and evening classes for the convenience of those employed in the daytime. Catalogs which give complete information on courses and fees are available in personnel offices.

Business and high schools offer commercial training. Refresher courses for reviewing old or learning new techniques are offered in addition to the regular courses. Classes for adults in a variety of subjects are sponsored by continuation or vocational schools.

A convenient source of educational opportunity for USDA employees is the Graduate School of the Department of Agriculture.

Correspondence Courses

Numerous correspondence courses may be taken from Federal, State, and local institutions. Some are for credit and some are for self-study only.

The USDA Graduate School has extended its facilities to Department of Agriculture employees outside the Washington area. Those interested in particular courses should write to the United States Department of Agriculture Graduate School, Washington 25, D. C., for information. A self-addressed stamped envelope should be enclosed with the letter.

Libraries

A library is one of the richest sources of knowledge and pleasure. According to the American Library Directory there are more than 11,000 libraries in the United States.

The USDA Library contains books, periodicals, and pamphlets on all subjects relating to agriculture. Of interest to employees are numerous weekly and monthly publications which report new events and offer information on



political, social, and economic problems. Professional journals present current trends and studies in the various fields of work.

The facilities of the USDA Library are available through the main library and through branch libraries located in:

Albany 6, Calif.
 Albuquerque, N. Mex.
 Asheville, N. C.
 Atlanta 5, Ga.
 Beltsville, Md.
 New Orleans 12, La.
 College of Agriculture Library,
 Lincoln 1, Nebr.
 Madison 5, Wis.
 New Orleans 19, La.
 Peoria 5, Ill.
 Philadelphia 7, Pa.
 San Francisco 11, Calif.
 Philadelphia 18, Pa.

If information cannot be obtained in these libraries, the librarian will offer assistance in procuring it from other sources.

Photoprints of periodical articles and portions of books will be furnished free of charge, in lieu of loans, insofar as funds and equipment permit.

Routing lists are maintained for the benefit of individuals wishing to see certain periodicals regularly.

Library correspondence may be sent under frank. Periodicals and

books weighing under 4 pounds may also be franked—otherwise book postage is used.

Publications

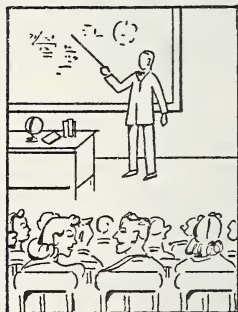
The Department of Agriculture issues numerous publications which are of local and national interest. They are available in the Library or may be secured from the Office of Information.

The Department Library issues monthly the Bibliography of Agriculture. This is available in the larger field offices or on circulation from the main library or its branches. It provides full and prompt coverage of information contained in current agricultural literature.

Membership in professional societies provides the opportunity for mingling socially and exchanging ideas. Many of these societies publish journals and monographs which keep a person mentally on his toes in his field of work.

USDA Clubs

There are 80 USDA Clubs operating in 39 States and Puerto Rico



whose purpose is to help provide conditions which will aid members of the Department to improve their service to the public. Active participation in these clubs stimulates interest in the job and fellow workers and fosters mental growth.

Recreational Opportunities

Even an 8-hour work day and the prescribed amount of sleep leave us spare time which we should plan to use intelligently. Many employees plan their leisure time as carefully as they do their work. They join recreational societies and clubs, attend concerts, read books, and share in other activities which make for enjoyment and well-rounded living.

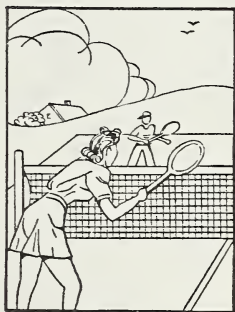
Personnel offices in all the bureaus can furnish you with information and suggestions of all kinds. In most bureaus there are organizations for bowling, little-theater groups, athletic teams, and a wide variety of activities to meet the needs of all employees.



Churches, fraternal orders, and charitable organizations furnish a nucleus around which many persons plan their leisure time. Development of leadership qualities in social, cultural, and recreational fields equips an employee to meet greater responsibilities in his everyday life.

What to Do

Ask your supervisor to help you set up acceptable standards of performance for your job. Get him to help you decide what additional skills and knowledge you need. Once you see how you are doing and decide what you need to do, a good start is made. In planning and carrying out your program of self-improvement and professional development, not only are you helping yourself, but you are fulfilling your duty as a public servant in maintaining the high reputation of the Department of Agriculture as an institution of public service.



Knowledge

We come to realize that interest in many things is directly proportional to our knowledge of them. Lack of interest in such common subjects as arithmetic, history, or geography is frequently traceable to defective teaching in youth; and lack of interest in art, music, drama, etc., indicates lack of knowledge of these subjects. Whoever declares them a waste of time should be pitied for his ignorance, not accepted as a competent critic.

—WARNER W. STOCKBERGER*.

*Deceased, formerly Director of Personnel, U. S. Dept. of Agriculture.

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